



# CITY OF HOUSTON

## JOB DESCRIPTION

---

Job Code: 791.3

Job Title: **VETERINARIAN TECHNICIAN SUPERVISOR**

Pay Grade: 21

### **GENERAL SUMMARY:**

Supervises and schedules the activities of veterinary technicians and performs treatments and minor surgeries as directed by the veterinarian.

### **RESPONSIBILITIES:**

- Supervises and schedules the activities of Veterinary Technicians.
- Performs minor surgical or emergency treatment under the direction of a veterinarian.
- Writes and implements procedure manuals on animal care for bureau personnel.
- Writes and presents educational programs on animal health and veterinary services to the public.
- Maintains records on animals scheduled for surgery or treatment.
- Maintains records on animals, pharmaceuticals, equipment and supplies.
- Performs other related duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires an Associate's degree in Applied Science. American Association for Laboratory Animal Science Certification and/or training in accordance with the A.A.L.A.S. is preferred.

#### **EXPERIENCE:**

Four years of directly related experience with animals in a diagnostic laboratory are required.

#### **COMPLEXITY:**

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and procedures, and in adapting standard methods to fit facts and conditions.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions such as hirings, terminations, and pay changes of nonsupervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be listed in the above job description.

## **JOB FAMILY:**

Veterinary Technician  
Veterinarian Technician Supervisor

*Effective: October 1990  
Revised: August 1991*